

Mokhtar Saeed

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Profile

Over 23 years of professional finance & accounting experience within several business fields (*Hotel's*, Travel and tourism, Education, trading, Manufacturing, Services, Food industry, *Restaurant*, etc....) in a local & multinational environment.

Worked and utilized & Implementation ERP, Well-Known of Systems like [**Opera**, MS Navision, *Odo*, Foodics, Sun system, **QuickBooks**, SAP, Oracle, SQL] with advanced skills of Excel and MS office.

Ability to Engineering & Re-engineering the Finance Dept. procedures, improve reporting performance as well lead my team.

Experiences

1- Mar 22 till now

AL Harthy Group

Position

Senior internal auditor

- ✓ A group of company's (hotels 5- & 4-star, Real stat, restaurants, farms, ETC)
 - ✓ Audit Company and Group of Sisters Companies.
 - ✓ Make A Financial and Operational and compliance Audit.
 - ✓ Review of internal controls and preparation of recommendation for enhancement.
 - ✓ Check for potential fraud and errors that faces the companies
 - ✓ Evaluate the adequacy and effectiveness of the internal controls system.
 - ✓ Perform follow up audit to verify the adequacy of action taken by the management to correct reported deficiencies on a regular basis.
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2- Dec 20 till Mar 22

Silver Fork Restaurant (7 Box)

Position

Financial accounting manager

- ✓ Managing daily operations of the accounting department.
 - ✓ Monitoring and analyzing accounting data and producing financial reports or statements.
 - ✓ Establishing and enforcing proper accounting methods, policies and principles.
 - ✓ Preparing all financial daily & weekly reports, I.S., B.S., budget, comparisons.
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3- March 18 till Dec 20

Diouf Al Rahman for Umrah

Position

Accounting and systems

- ✓ Manage umrah system for issuing umrah visas.
- ✓ Monitoring and analyzing accounting data and produce financial reports or statements.
- ✓ Establishing and enforcing proper accounting methods, policies and principles.
- ✓ Preparing all financial daily & weekly report, I.S., B.S., budget, comparisons.

- 4- Jun 08 till July 17** **Retaj Al Bayt Hotel Makkah**
Position **Chief account**
- ✓ Prepare Financial Statement [Income Statement, Balance Sheet, Cash Flow, Working Capital. on Monthly Basis].
 - ✓ Prepare Annual Budget & Follow It on Monthly & Qtr. Basis.
 - ✓ Prepare Daily Cash Flow In - out, Bank Position, Reconciled Checks, Requirements Action for Release Due Payment.
 - ✓ Analyzing data collected and recording results.
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- 5- June 08 till Dec 08** **Al Safawah Hotel Makkah**
Position **Account supervisor**
- ✓ Handle full of financial and accounting roles e.g., Accounts Receivables, Accounts Payables, General Ledger, forecasting, budgeting etc.
 - ✓ Responsible for day-to-day finance and accounts operations.
 - ✓ Perform a full set of accounts and ensure timely closing of accounts.
 - ✓ budgets, cost tracking, monitoring and controls.
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- 6- July 02 till June 08** **Dar Al Manasek Reservation & hotels**
Position **Chief Account**
- Umrah & reservation company with four-star hotel
In charge of the accounts department, audit, designing & implement systems, policies, internal control, AR, AP, payroll, financial reporting.
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- 7- Sep 01 till July 02** **Al-Tatweer institute Jeddah**
Position **Accountant & Teacher**
- opening team (High school commercial institute)
Teaching accounting and commercial materials, handling all account work Cash, AR, AP, payroll financial reporting.
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- 8- Apr 00 till Sep 01** **Ciak Egypt**
Position **Accountant**
- leading industry company for international shoes brand
Record all invoices and post it to book. - Control warehouse and prepare a balance report. Preparing daily JV and post it to books. - Monthly review of stock and its reconciliation's coordinate with external audit firm. - Preparing statements related to Income Tax, Sales Tax. Preparing monthly payroll.
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- 9- Jan 99 till Apr 00** **Account Office**
Position **Accountant**
- Privet audit office work with medium and small company
Audit and financial statements for several companies for income tax, sales tax, etc.
Establish a company with government affairs and accounting systems to work with it.

Language:

- *English Wright, read, talk (very good).*

Skills:

- *Managerial skills, leading and team work, fast learning, organized, smart, powerful, active, ETC.*

Personal Information:

- Nationality : Egyptian
- Birth date : 19/11/1975
- Marital Status : Married
- Iqama : Transferable
- **Education : Bachelors of commerce /1998/ CAIRO University.**

<https://www.linkedin.com/in/mokhtar-saeed-048a406b/>